



FUNCTIONS OF MAINTENANCE FORMS AND RECORDS



- Control equipment and manage maintenance.
- Make equipment improvement recommendations and product quality and deficiency reports.
- Ask for, apply, and report on the condition, status, and operation of equipment.
- Collect and report information used to design new equipment and redesign and improve current equipment.



FUNCTIONS OF MAINTENANCE FORMS AND RECORDS, (cont)



- Gather information for one-time studies and projects.
- Get special maintenance information from selected units in selected areas.
- File warranty claim actions.



OPERATIONAL RECORDS



GIVE THE INFORMATION NEEDED TO CONTROL EQUIPMENT. THEY HELP PLAN, MANAGE, AND PUT THE EQUIPMENT AND PERSONNEL TO THE BEST USE.



MAINTENANCE RECORDS



- CONTROL MAINTENANCE SCHEDULES AND SERVICES, INSPECTIONS, AND REPAIR WORKLOADS.
- USE THESE FORMS TO REPORT, ASK FOR, AND RECORD REPAIR WORK.



OPERATIONAL RECORDS



- Equipment Record Folder
- DA Form 5823
- DD Form 1970
- DA Form 2401



DA FORM 5823

EQUIPMENT IDENTIFICATION CARD



PURPOSE:

- TIES A PARTICULAR EQUIPMENT RECORD TO AN ITEM OF EQUIPMENT.

USE:

- THE DISPATCHER AND OPERATOR USE IT TO KEEP UP WITH SERVICES AND TO MAKE SURE THEY ISSUE THE RIGHT FOLDER.

DISPOSITION:

- REPLACE WHEN IT IS NO LONGER READABLE.



DD FORM 1970

MOTOR EQUIPMENT UTILIZATION RECORD



PURPOSE:

- A RECORD OF MOTOR EQUIPMENT USE

USE:

- CONTROL THE USE OF SPECIAL PURPOSE AND MATERIAL HANDLING EQUIPMENT, COMBAT, TACTICAL, AND NONTACTICAL VEHICLES.
- RECORD OPERATING TIME ON EQUIPMENT THAT REQUIRES SERVICES BASED ON HOURS ONLY.

DISPOSITION:

- VARIES, SITUATIONAL



DA FORM 2401

ORGANIZATIONAL CONTROL RECORD FOR EQUIPMENT



PURPOSE:

- A RECORD OF OPERATORS AND LOCATION OF EQUIPMENT ON DISPATCH OR IN USE.

USE:

- DISPATCHERS NOTE THE DISPATCH OR USE OF EQUIPMENT.

DISPOSITION:

- DESTROY ONE MONTH AFTER YOU CLOSE OUT THE LAST ENTRY IN COLUMN 1.



MAINTENANCE RECORDS



- DD Form 314
- DA Form 2404
- DA Form 2407
- DA Form 2408-14



DD FORM 314

PREVENTIVE MAINTENANCE SCHEDULE AND RECORD



PURPOSE:

- TO RECORD SCHEDULED AND PERFORMED UNIT MAINTENANCE INCLUDING LUBRICATION SERVICES.

USE:

- SCHEDULE PERIODIC SERVICES ON EQUIPMENT.

DISPOSITION:

- DESTROY AFTER TRANSFERRING NEEDED INFORMATION TO A NEW FORM.
- DESTROY WHEN YOU SEND THE EQUIPMENT TO SALVAGE.



DA FORM 2404

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET



PURPOSE:

- IT IS THE CENTRAL RECORD FOR MANAGING AND CONTROLLING MAINTENANCE .

USE:

- BY PERSONNEL PERFORMING INSPECTIONS, MAINTENANCE SERVICES, DIAGNOSTICS CHECKS, AND SPOT CHECKS.

DISPOSITION:

- KEPT IN THE EQUIPMENT RECORD FOLDER OR PROTECTED COVER UNTIL YOU COMPLETE IF YOU HAVE NOT FOUND ANY FAULTS.



DA FORM 2407/2407-1

MAINTENANCE REQUEST



PURPOSE:

- SERVES AS A REQUEST FOR MAINTENANCE AND GIVES INFORMATION TO ALL LEVELS OF MAINTENANCE MANAGEMENT.

USE:

- AS A REQUEST FOR MAINTENANCE.

DISPOSITION:

- DIFFERS AT EACH LEVEL OF MAINTENANCE MANAGEMENT



DA FORM 2408-14

UNCORRECTED FAULT RECORD



PURPOSE:

- A RECORD OF UNCORRECTED FAULTS AND DEFERRED MAINTENANCE ACTIONS ON EQUIPMENT.

USE:

- SERVES AS A RECORD OF UNCORRECTED FAULTS AND DEFERRED MAINTENANCE--AN AUTHORIZED DELAY FOR MAINTENANCE ACTIONS.

DISPOSITION:

- DESTROY AFTER YOU FILL UP THE FORM AND ALL THE FAULTS FIXED OR MOVED TO A NEW FORM.



ULLS GENERATED FORMS



MANUAL

- DA FM 5823
- DD FM 1970
- DA FM 2401
- DD FM 314
- DA FM 2404
- DA FM 2407
- DA FM 2408-14

AUTOMATED

- Not required
- DA FM 5987-E
- DA FM 5982-E
- DA FM 5986-E
- DA FM 5988-E
- DA FM 5990-E
- DA FM 5988-E